



CITIZEN POLICE ADVISORY REVIEW BOARD MEETING MINUTES

Chair Hart called the regular meeting of the Citizen Police Advisory Review Board (CPARB) to order on Tuesday, March 16, 2004 at 5:38 p.m. in the Main Library, Children's Meeting Room, 101 N. Stone Avenue, Tucson, Arizona.

Voting Members	Representing	Present/Absent
Suzanne Elefante	Mayor	Present
Ida Wilber	Ward 1	Absent
Elizabeth Bottka-Smith, Vice Chair	Ward 2	Present
Vicki Ann Hart, Chair	Ward 3	Present
Cynthia Schiesel	Ward 4	Present
Holli McGarry	Ward 5	Present (arrived at 5:45 p.m.)
William O. Wills	Ward 6	Present
Advisory Members		
Charles A. Lagattuta	CPARB	Present (arrived at 5:43 p.m.)
Susan Thornton	CPARB	Present
Jeremy A. Tor	CPARB	Present
Barry Hirsch	CPARB	Present
Ex-Officio Non-Voting Members		
Andrea Ibáñez	City Manager	Present
Captain Bill Washington	TPD	Absent
Officer Craig Kerlin	TPOA	Absent

Staff Present
Assistant Chief John Leavitt, TPD
Captain Sharon Allen, TPD
Lt. Jim McShea, TPD (representing Capt Washington)
Officer Doug Foster, TPD
Lewis M. Anderson, City Attorney's Office
Liana Perez, Independent Police Auditor
Ceci Sotomayor, Recording Secretary
Delma Moody, Recording Secretary
Visitors
Council Member Shirley Scott, Ward 4
Council Aid Renee Sowards, Ward 4
Mr. C.J. Karamargin

AGENDA ITEM	MOTION	ACTION	FOLLOW-UP RESPONSIBILITY
1. Call to Order / Roll Call: 5:37 PM		<ul style="list-style-type: none"> The location of the meeting announced on the agenda for the March meeting was unavailable. The meeting was held in the children's meeting room of the Library. Chair Hart introduced and welcomed Mr. Hirsch as the new advisory board member to CPARB. Lt. Jim McShea stated that he was substituting for Capt. Washington. Chair Hart thanked Ms. Bottka-Smith for her service as CPARB chairperson and presented her with a Certificate of Appreciation. 	
2. Council Member Shirley Scott – Ward Four		This item was discussed later in the meeting during item #5.	
3. Approval of Notes of 02/17/2004.	MOTION by Ms. Bottka-Smith, second by Ms. Elefante to approve the minutes of 02/17/2004, except for a possible correction to the random review form of case 0310I00045. Voice vote passed 6 to 0.	Mr. Tor felt that there was an error on the random review form reference complaint number 0310I00045. The notes are an accurate reflection; however the form should have split out two dispositions—one for each allegation.	Ms. Bottka-Smith will review the case and if needed file a corrected random review form.
4. Call to the Audience		C.J. Karamargin was recently a victim of a burglary. He spoke of statistics of burglaries in Tucson. He was informed that the number of burglaries doubled from December 2003 to February 2004 doubled. He felt the number of burglaries and property crimes in Tucson were unacceptable. He urged the Board to do whatever they could do to address this problem.	

C) Office of Internal Affairs		<p>officers from the Midtown Division, Behavioral Sciences Unit, and members of the Hardesty Family. Because there will be training offered during National Police Week, five TPD members will attend at City expense. Others will either pay their own way or will rely on the efforts of the Tucson Police Foundation to raise money.</p> <p>C) Internal Affairs Office continues to work on the new early warning software. In a few weeks, they should be able to do some direct reporting into the system. From this information, they will have the ability to analyze, search and sort information to create reports. IA is developing thresholds for different types of situations such as the use of sick leave, leave without pay, people involved in use of force incidents, disorderly conduct, and resisting arrest. Once these thresholds are recognized, some positive action to correct or counsel will be suggested. Citizen complaints currently categorized as “inquiry” will be referred to as EIC3 or <i>External Investigations Category 3</i>. As a part of that when a complaint is received and classified as an EIC3, a memorandum is sent to the subject of the complaint and their supervisor. This allows the complaint to be documented and addressed in order to identify possible trends and opportunities for additional training or counseling, tying into the early intervention program.</p>	
8. Comments to Mayor and City Council		<ul style="list-style-type: none"> • Comments received in January were reviewed. Captain Allen distributed February’s contacts—they will be discussed at the April meeting. Ms. Bottka-Smith asked that in the future the M & C comments be included in the packets prior to the meeting. • Ms. Bottka-Smith asked Mr. Anderson if the Board could look at cases mentioned by citizens even though a citizen complaint with IA was not filed. Specifically, she referred to 	<ul style="list-style-type: none"> • Mr. Anderson will research and advise if the Board can review the investigations of the

		inquiries 14322 and #14328. Mr. Anderson stated the Board could look at general practice and procedure. Ms. Bottka-Smith clarified that she is referring to the Board's ability to review the investigation of these specific incidents under the auspices of the ordinance stating the Board may review incidents which create community concern or controversy.	topics referred to in inquires #14322 and 14328.
9. RECESS		Recess taken from 7:05 PM to 7:10 PM.	
10. Office of Independent Police Auditor A) Monthly Contacts B) Community Outreach / Programs Update		A) In conjunction with TPD's change of software, the IPA office is also going through some software updates. She asked the Board to review the current monthly contact log and give her feedback on what they would like to see in future reports. B) Ms. Perez followed up on the Mediation Program. To date only 4 complaints were scheduled for mediation and none were completed due to lack of follow through by the citizen. She met with Our Town Family Services to discuss ways to increase participation. Several areas were identified as areas for improvement—education of citizens on the program, training of IA personnel to identify appropriate cases for mediation, community outreach to educate the public on the program, and TPD-wide training perhaps utilizing the 6-minute training.	
11. Random Review of TPD Complaints		A) 0309I00013. By consensus, the Board agreed the investigation was fair and thorough, but had a concern about the difference in tone when questioning the complainant and witnesses and the officer. B) 0310I00041. By consensus, the Board agreed that the investigation was fair and thorough and had no concerns. C) 0310I00045. Not discussed and tabled to April's meeting due to the time constraint.	

12. Red Tag (follow up from February meeting)	MOTION by Ms. Elefante, seconded by Ms. Bottka-Smith to accept the letter as written. Passed by a voice vote of 6 – 0.	Chair Hart complimented and thanked Mr. Tor on his effort and his good job in constructing a letter to Chief Miranda reference the concerns CPARB had with the Red Tag issue.	
13. Follow up on city Ordinance 9928, reference CPARB.		Not discussed—tabled to April's meeting.	
14. Subcommittee Reports: A) Community Outreach/Public Relations B) CPARB Customer Satisfaction Survey C) Training D) Annual Report E) Advisory Member Selection		A) Not discussed—tabled to April's meeting. B) Not discussed—tabled to April's meeting. C) <ul style="list-style-type: none"> Ms. Bottka-Smith advised that the Citizen Police Academy will start on April 7th for 9 weeks. She urged new advisory members to attend. The contact person is Officer Steve Beller at 791-5211 extension 1114. CPARB has reserved 4 positions. Annual training will be on May 1st. D) Not discussed—tabled to April's meeting. E) Not discussed—tabled to April's meeting.	
15. Future Meetings and Agenda Items:		Chair Hart indicated she would like to see a presentation on burglary.	
16. Report from the Chair / Announcements		Not discussed—tabled to April's meeting.	
17. Adjournment: - Time: 7:52 P.M.	Motion by Ms. Bottka-Smith, seconded by Ms. McGarry to adjourn. Passed by a voice vote of 6 to 0.		

Pursuant to Mayor and Council direction (Regular Session, September 15, 1975) the Committee's minutes are transcribed in a summary style format. Expanded versions of certain specific items, as determined by the Chairperson of the Committee, will be provided upon request. These summary minutes comply with the requirements of the State's Open Public Meeting Law.

Verbatim Tape Record on file in City Clerk's Office Available upon Request